

Milford Town Council Water Rate Public Hearing

Monday, February 14, 2022

7:00PM @ The Milford Town Hall

Present: Doug Ruch, Bob Cockburn, Ken Long

Doug opened the public hearing to discuss the proposed Water Rates, as advertised.

The floor was opened for comments and questions.

LWG was present to assist the council with any questions.

Tricia Gall stated that the average user uses 4,000 gallons. The average user rate will increase \$7.56/month.

Resident, Jay Urbin, raised concerns regarding increasing rates.

Tricia Gall stated that water rates have not been increased since 2015.

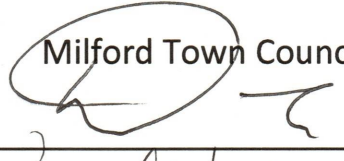
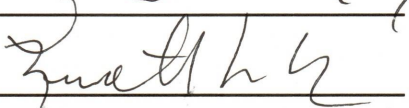
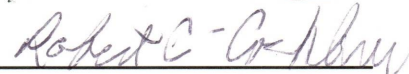
Council Member Ken Long commented that the water rate study was completed by LWG and the council does not take lightly having to raise water rates.

Council President, Doug Ruch, stated that this is the most detailed and defined study that has been completed on our rates and the cost was much less than what had been paid in the past.

There were no additional questions or comments.

Ken moved to close the public hearing on water rates. Bob seconded. All agreed.

Milford Town Council

Attests:



Milford Town Council Wastewater Rate Public Hearing

Monday, February 14, 2022

7:00PM @ The Milford Town Hall

Present: Doug Ruch, Bob Cockburn, Ken Long

Doug opened the public hearing to discuss the proposed Wastewater Rates, as advertised.

The floor was opened for comments and questions.

LWG was present to assist the council with any questions.

Tricia Gall stated that the average user's rate will increase \$8.10/month.

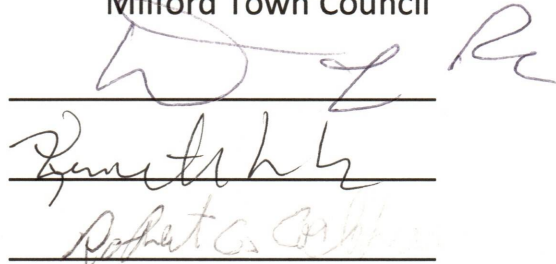
Resident, Jay Urbin, raised concerns regarding increasing rates.

Tricia Gall stated that flat rate customers would also increase to \$60/mo for in-town wastewater rates and \$69/mo for out-of-town wastewater rates. The last rate increase was in 2019.

There were no additional questions or comments.

Ken moved to close the public hearing on wastewater rates. Bob seconded. All agreed.

Milford Town Council



Attests:



MILFORD TOWN COUNCIL MEETING

MONDAY, FEBRUARY 14, 2022

7:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Ken Long and Bob Cockburn

Doug opened the meeting with the pledge of allegiance followed with a prayer.

Water Rate Public Hearing – See separate minutes.

Wastewater Rate Public Hearing – See separate minutes.

A motion was made by Bob Cockburn to approve the memorandums from the prior meetings. Seconded by Ken Long. All agreed and motion carried.

Attorney Report:

- Town attorney, Jay Rigdon, has not yet received a ruling regarding the Davidhizer litigation.
- Jay will be in attendance at the town council special meeting on February 28th.

Public Input:

- Matt Sandy from Kosciusko Area Plan presented an Information Sharing Access Agreement with FEMA that needs to be completed by the town for the Flood Program. Ken moved to approve the ISAA with FEMA as presented and approve Doug to sign for the town. Bob seconded. All agreed.
- Tricia Gall reported that the Milford Lions are preparing for Milford Fest 2022. They have booked stage entertainment for the festival. The next step is for the Milford Lions to meet with Beer & Jessop Amusements.
- Tricia Gall presented a request for a utility credit for resident, Nick & Tiffany Manges, in the amount of \$147.13. Ken Long moved to approve. Bob Cockburn seconded. All agreed.

Fire Department:

- Fire chief, Virgil Sharp, reported that they have requested a dollar figure for the truck they have requested specs for to replace the town's pumper truck.
- He also reported that the Van Buren Township new pumper truck should be in any day.

Police Report:

- Marshal Kreider requested permission to purchase 3 laptop computers. These computers will be assigned to replace the GeTac tablet in the 2019 patrol vehicle, the 2012 reserve patrol vehicle, and for the new 2022 patrol vehicle. The town received a grant in the amount of \$1,500 for the reserve vehicle replacement.
 - Town Dell Account: Dell Latitude 5520 - \$1,991.13 each
 - Microbyte Enterprise: Dell Latitude 5520 - \$2,241.00 each
 - Master Mind Computers: Lenovo IdeaPad - \$1,264.00 each

- Discussion was held. Derek pointed out all computers are equivalent other than Dell has provided a 5-year warranty and Lenovo is a 4-year warranty. Ken moved to approve the purchase on the town's Dell account due to the extra year of warranty and using the \$1,500 grant. Bob seconded. All agreed.
- Derek reported that he is planning on putting in for a grant to replace our bullet proof vests this year. The grant is through Patrick Leahy Bulletproof Vest Partnership. It is a federal grant that provides 50% of the vest cost. The grant opens in April and Derek will then get quotes. The average new vest can run from \$800.00 to \$1,200.00. He would be putting in for approximately 13 vests. Vests last approximately 5 years. Discussion was held.
- Marshal Kreider presented the council with a Class B Alternative Western Uniform. He commented that availability and cost were two reasons why the alternative uniform would be a great addition to the department. Officer Bays was in attendance wearing the proposed uniform and has worn it for the past two months as a trial. Discussion was held. The Class B Alternative Western Uniform would be optional to the existing Class B uniform. Not all officers will choose to wear the alternative uniform. Tricia Gall stated that the Alternative Western Uniform would be considered a fringe benefit for employees and would be taxable. Doug moved to modify the Milford Police Department Standard Operating Procedures to allow for the Class B Alternative Western Uniform option & the council will reevaluate in 1 year. Ken seconded. Doug and Ken voted in favor and Bob Cockburn opposed. Motion carried.

Wastewater:

- Mark Brubaker reported that the north clarifier is repaired and should be under the quoted price.
- Mark also reported that Wealing Brothers hopes to start moving equipment here in a few weeks when the weather breaks.
- Mark is currently working on fine tuning the WWTP SOPs.
- Mark and Jon from Biowaste are planning to meet with local farmers to ask about land application.
- Town council members asked Mark if Gary would be able to assist during a snow event. Mark stated that he has assisted and is available.

Street:

- Steven informed the council that he purchased 40 tons of salt in the amount of \$3,766.40. He requested permission to purchase the salt. Ken moved to allow the purchase of the salt in the amount of \$3,766.40. Bob seconded. All agreed.
- Steven presented bids for demolition of 410 W. Catherine Street as follows:
 - Jason McCorkle - \$16,375.00
 - Beer and Slabaugh - \$12,000.00
 - Sweetheimer Trash Removal - \$6,000.00
 - Mike Schafer - \$11,000.00

- Discussion was held. The Commissioner's Order states that the deadline for the homeowner to have the house torn down is February 15th. Questions were raised about the work that is going to be completed between quotes and it was requested that clarity be provided on the Sweetheimer Trash Removal Quote to ensure it is an equal comparison. The council will re-review the quotes after the clarification is made as soon as the special meeting on February 28th.

Water:

- Water Superintendent, Steven Marquart, reported that BL Anderson has completed some updates to the communication system at the Well and Tower. They also assisted with the CL2 injection issue that we were having at the time. This put the cost over Steven's allowable approval amount. He requested for the council to approve the invoice for payment. Bob moved to approve the payment to BL Anderson for the services mentioned by Steven in the amount of \$1,037.50. Ken seconded. All agreed.

Park

- No report.

Other Requests:

- Steven requested permission to raise the clothing allowance budget from \$300 to \$400 for the street, water, park, and wastewater departments. He also requested that the employees be allowed to purchase pants. Discussion was held. Tricia Gall stated that regular pants and/or jeans would be considered taxable fringe benefits similar to the police department discussed earlier. The council asked Steven if the departments were aware of this. He stated they are not. Ken moved to increase the uniform allowance from \$300 to \$400 per year for the street, water, park and wastewater departments. Bob seconded. All agreed. Ken moved to allow pants to be purchased by the clothing allowance. Bob seconded. All agreed.
- Steven requested permission to advertise for a full-time employee replacement. Discussion was held. The town has the availability of Gary to assist the water, street, and park department, which we did not have before. The town has part-time help available to assist. The consensus of the council was that we always accept applications if someone is interested, but we are not currently hiring.

Clerk:

- Ken Long requested from the council that they purchase laptop computers for town business use, as well as, town email accounts for conducting town business. He received two quotes: Microbyte Enterprise for Dell Vostro 5510 at \$1,480/each and Mastermind Computers for Lenovo IdeaPad 3 at \$1,079.00/each. Ken stated the main difference between the two computers is they have different operating systems. Discussion was held. The town will need to look into a Computer Use Policy for these machines.

Ken made the motion to approve the purchase of 3 Vostro 5510 laptops from MicroByte Enterprise for the town council. Bob seconded. All agreed.


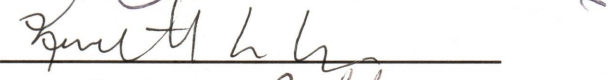

- Tricia Gall, Clerk-Treasurer, presented the January Bank Reconciliation for approval. Ken moved to accept the bank reconciliation. Bob seconded. All agreed.
- Tricia Gall presented Ordinance 2022-1 Transfer Ordinance. Ken moved to adopt Ordinance 2022-1. Bob seconded. All agreed.
- Tricia Gall presented Ordinance 2022-2 Water Rate Ordinance. Ken moved to adopt Ordinance 2022-2. Bob seconded. All agreed.
- Tricia Gall presented Ordinance 2022-3 Wastewater Rate Ordinance. Ken moved to adopt Ordinance 2022-3. Bob seconded. All agreed.
- Tricia Gall presented Resolution 2022-5 Interlocal Contract for Waubee Lake Park. Ken moved to adopt Resolution 2022-5. Bob seconded. All agreed.
- Tricia Gall requested permission to renew the REACH Alert messaging service in the amount of \$1,300.00. Ken moved to approve the renewal of REACH Alert. Bob seconded. All agreed.
- Tricia Gall requested permission to renew the annual membership in ILMCT and IMPACT. Ken moved to approve. Bob seconded. All agreed.
- Tricia Gall requested on behalf of the Milford Cub Scouts to use the Community Building for their annual cake auction on April 22nd from 5 p.m. to 9 p.m. free of charge. Ken moved to approve the use of the Milford Community Building for the annual cake auction for the Milford Cub Scouts at no cost. Bob seconded. All agreed.
- Discussion was continued on whether or not the council would like to start charging late fees again or continue to waive them. Tricia had sent the amount of late fees from the past to the council members. Discussion was held. Ken moved to reinstate late fees on the next utility bill. Bob seconded. All agreed.

Accounts Payable Voucher:

- Tricia Gall gave the council in their packets APV Register dated 01/01/2022 through 02/14/2022. No vote was taken.

There was no further business, Ken moved to adjourn and Bob seconded. All agreed.

Milford Town Council

Attests:



MILFORD TOWN COUNCIL SPECIAL MEETING

MONDAY, FEBRUARY 28, 2022

7:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Ken Long and Bob Cockburn

Doug opened the meeting with the pledge of allegiance followed with a prayer.

Old Business:

- Tricia Gall reported that the town only received 1 sealed bid for the CCMG 2021-2 project. The vendor was Phend & Brown. Upon opening the sealed bid, the amount of the bid was \$328,753.80, which is less than the estimated cost when the town applied for the CCMG grant. Doug moved to accept the bid from Phend & Brown in the amount of \$328,753.80 upon review by Tricia Gall and Steven Marquart to ensure the bid packet is complete. Bob seconded. All agreed.
- A petition for annexation was received from John & Margaret Zimmerman for approximately 20.78 acres they own that is located to the east of the North Park subdivision in Milford.
- Tricia Gall introduced Ordinance 2022-4, an annexation ordinance for Phase 3 of the North Park subdivision and the Zimmerman property mentioned above.
- The next step of annexation is 3 Public Information meetings. They are tentatively scheduled for April 18, 19, and 20 at the Milford Town Hall meeting room at 6 p.m.
- Steven presented an updated quote from Sweetheimer Trash Removal with more details on the demolition of 410 W. Catherine Street. Ken moved to accept the revised quote from Sweetheimer Trash Removal in the amount of \$6,000. Bob seconded. All agreed.
- Tricia Gall presented APV for 01/01/2022 to 02/14/2022 for approval. The APV was given to the council at the last public meeting, but was not approved. Bob moved to approve the APV for 01/01/2022 to 02/14/2022. Ken seconded. All agreed.

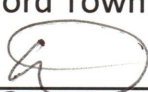
New Business

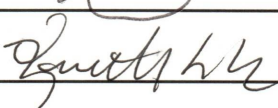
- Steven Marquart requested permission from the council to hire a part-time employee to assist the Street, Water, and Park departments. He was going to reach out to a prior part-time employee that has worked for the town before to see if they are available. He estimated having the person begin near the end of April for spring clean up and then start preparing the park for the summer. Ken moved to approve Steven to hire a part-time employee for the Street, Water, and Park departments. Bob seconded. All agreed.
- Tricia Gall presented APV for 02/15/2022 to 02/28/2022 for approval. Bob moved to approve the APV for 02/15/2022 to 02/28/2022. Ken seconded. All agreed.

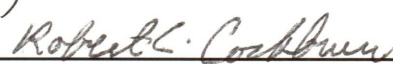
- Tricia Gall requested permission to attend the ILMCT Institute & Academy for one day. Bob moved to approve for Tricia to attend the ILMCT Institute & Academy for one day. Ken seconded. All agreed.

There was no further business, Ken moved to adjourn and Bob seconded. All agreed.

Milford Town Council







Attests: